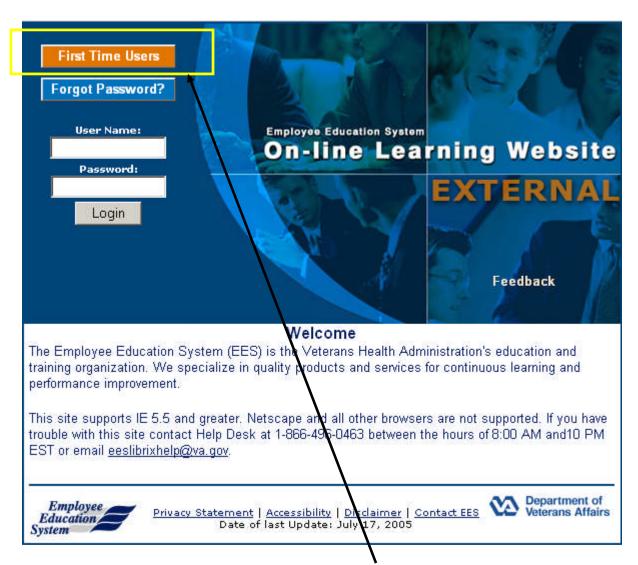
Signing up for the VA Employee Education System On-line Learning Website

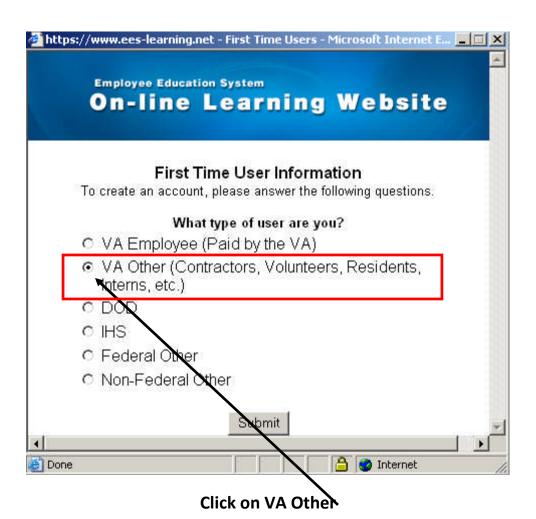
https://www.ees-learning.net/

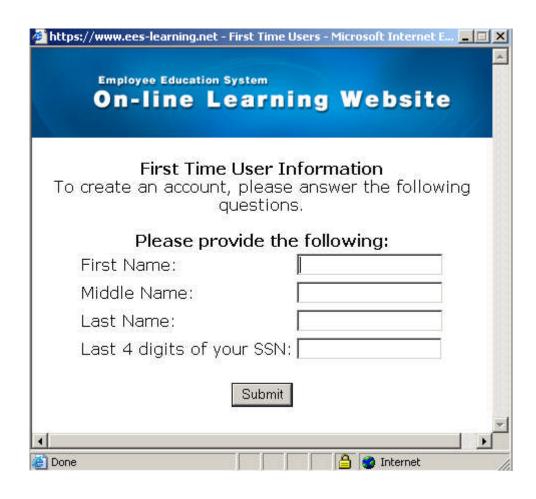
This website can be reached from any internet connection in the world 24 hours a day, 7 days a week.

Helpdesk issues should be directed to the information on the screen.

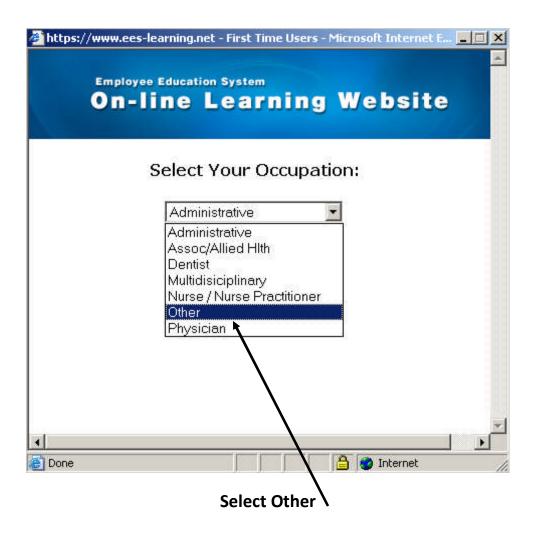


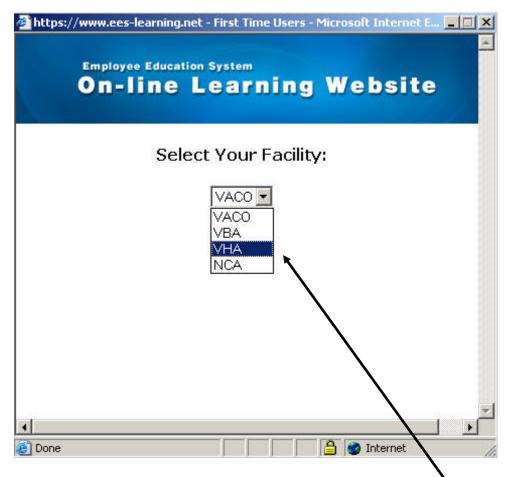
Click on First Time User





Enter Your First Name, Middle Name or Middle Initial, Last Name, and last 4 of your SSN

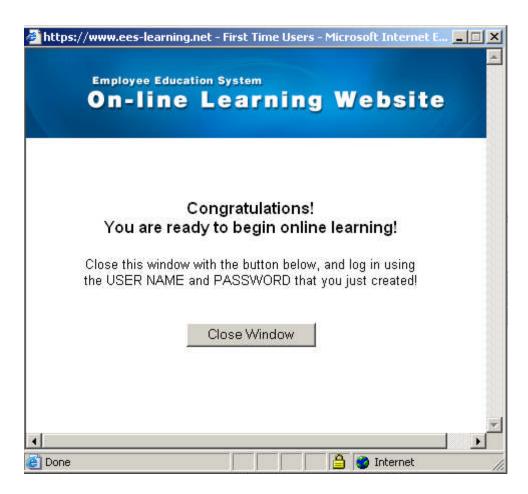




Select VHA for Veterans Health Administration

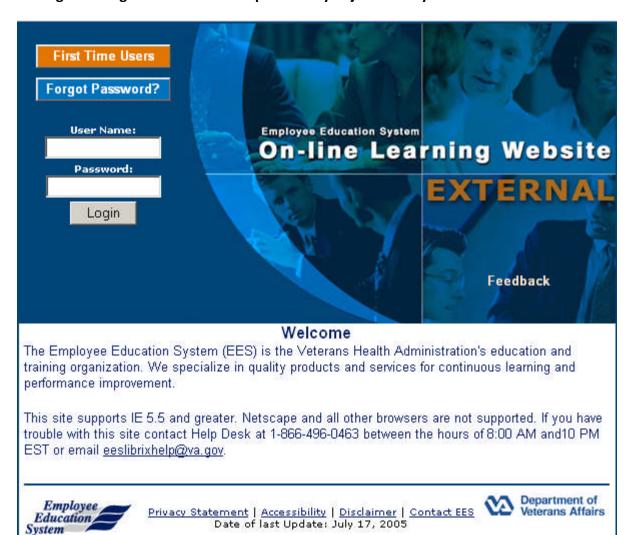


Create a username and password WRITE THIS INFORMATION DOWN and keep it in a safe place.



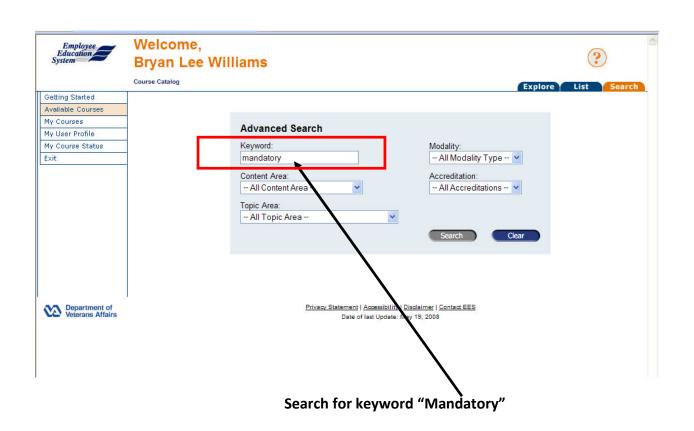
Click Close Window

Sign in using the username and password you just set as your account credentials.

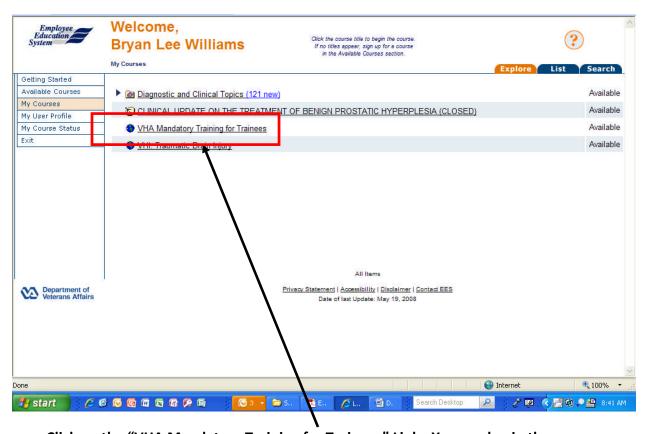


Signing up for the "VHA Mandatory Training for Trainees "Course

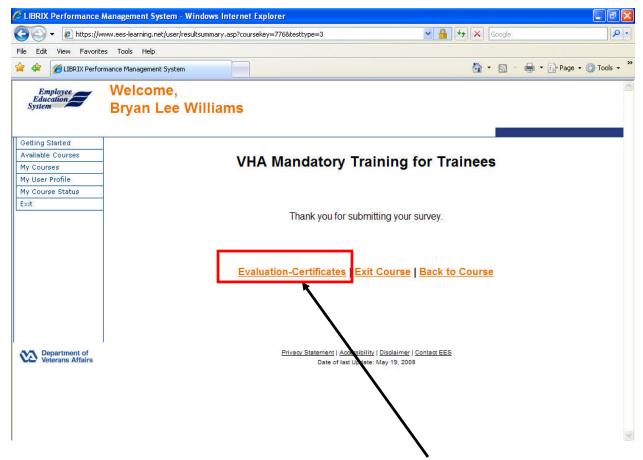








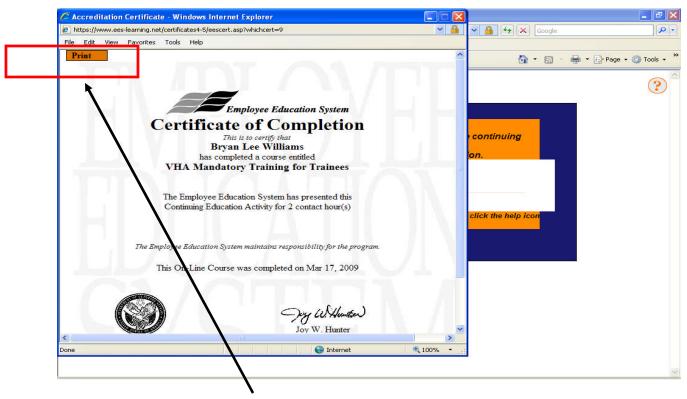
Click on the "VHA Mandatory Training for Trainees" Link. You can begin the course.



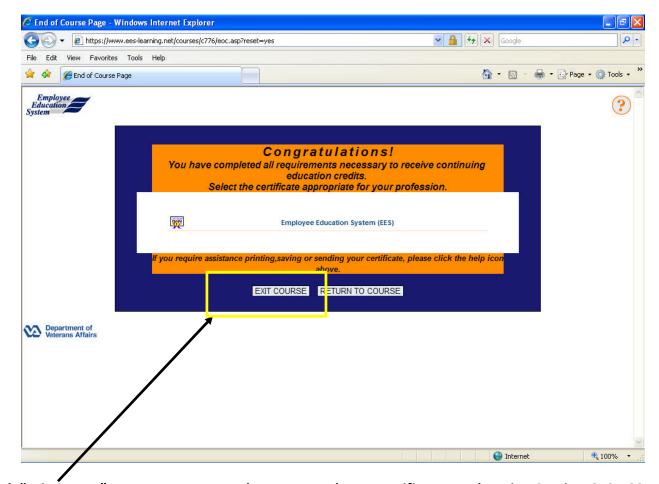
Once the course is complete you must print the completion certificate. Click on the "<u>Evaluation</u>-Certificates" link



Click on "Employee Education System (EES)" link



Click "Print" to print your completion certificate



Click "Exit Course" – You are now complete. Forward your certificate to Education Service, 843-789-7642